

## DUBROVNIK ANNALS

### Style of bibliography entries and documentary notes

#### Books

A bibliography entry should include:

- 1) author's name and surname
- 2) full title of the book (in italics)
- 3) place of publication (name in the official modern language; only in Latin publications in Latin form)
- 4) if the publication is part of a series, the series name and volume is given in brackets
- 5) publisher
- 6) date of publication
- 7) if applicable, the volume of the publication is given in Roman numerals
- 8) if applicable, the book of the publication is given after the volume number in Arabic numerals (see the example below)
- 9) in edited volumes, the name of the editor must be cited after the title

#### Examples:

Cvito Fisković, *Naši graditelji i kipari XV. i XVI. stoljeća u Dubrovniku*, Zagreb: Matica hrvatska, 1947.

*Annales Ragusini Anonymi item Nicolai de Ragnina*, ed. Speratus Nodilo (Monumenta spectantia historiam Slavorum meridionalium, 14), Zagreb: JAZU, 1883, 22.

*Dubrovačka akta i povelje, I/2*, ed. Jovan Radonić, Beograd: Srpska kraljevska akademija, 1935.

*Diplomatički zbornik Kraljevine Hrvatske, Dalmacije i Slavonije, II*, ed. Tadija Smičiklas, Zagreb: JAZU, 1904.

### **Articles in periodicals**

A bibliography entry should include:

- 1) author's name and surname
- 2) title of article (enclosed in "quotation marks")
- 3) title of periodical (in italics)
- 4) issue information: volume and issue number (if any)
- 5) date of publication (year)
- 6) page reference: the first and last pages of the article

### **Examples:**

Ljubo Karaman, "O staroj slikarskoj školi u Dubrovniku", *Analni Historijskog instituta JAZU u Dubrovniku* 2 (1953), 101-123.

Ilija Mitić, "Trajan Lalić - jedan od zaslužnih podanika Dubrovačke Republike", *Dubrovački horizonti* 16-17 (1976-1977), 123-155.

## Chapters or articles in books

A bibliography entry should include:

- 1) author's name and surname
- 2) title (enclosed in "quotation marks")
- 3) title of the book (in italics, preceded by in:)
- 4) editor's name
- 5) place of publication
- 6) publisher
- 7) date of publication
- 8) the first and last pages of the chapter or article

### Example:

Darko Novaković, "Novopronađeni rukopis Benedikta Kotruljevića", in: *Dubrovčanin Benedikt Kotruljević, hrvatski i svjetski ekonomist XV. stoljeća*, ed. Vladimir Stipetić, Zagreb: HAZU and Hrvatski računovođa, 1996, 19-32.

## Newspapers

A bibliography entry should include:

- 1) author's name and surname (if the author is signed)
- 2) title (enclosed in "quotation marks")
- 3) title of the newspaper (in italics)
- 4) issue information: volume and issue number (if any)
- 5) date of publication (in bracket)
- 6) the first and last pages of the article

### Example:

"Čudnovata zapljena", *Prava Crvena Hrvatska* 62 (19<sup>th</sup> May 1906), 3.

## Unpublished documents

When referring to archival material or other unpublished documents, an entry should include all the information that would help the reader easily locate the document. The following sequence of the elements of reference is recommended:

- 1) name of the archive
- 2) archival fund
- 3) series or subseries (series title and number if applicable)
- 4) box or bundle number
- 5) page or folio number (f. with the letter r (recto) designating the front, or the letter v (verso) the back of the leaf)
- 6) when referencing the archival materials from the State Archive in Dubrovnik: the first mention should contain the new number of series, followed by the full traditional name of the series in italics and then in brackets the shortened traditional name of the series, also in italics (see the examples below)

## Examples:

National and University Library in Zagreb, Zbirka starih i rijetkih knjiga i rukopisa, R 4088.

State Archives in Dubrovnik, HR-DADU-4, *Acta Minoris consilii* (henceforth: *Cons. Min.*), vol. 17, f. 15r.

State Archives in Dubrovnik, HR-DADU-8, *Litterae et commissiones Levantis* (henceforth: *Litt. Lev.*) vol. 20, f. 71v.

## **Electronic sources**

References to electronic periodicals or web sites should include the author's name, source title, name of the electronic publication with URL, and the date (month if possible) when the work was consulted.

### **Example:**

Michele Ansani, "Edizione digitale di fonti diplomatiche: esperienze, modelli testuali, priorità", *Reti Medievali – Rivista* 7/2 (2006): <http://www.dssg.unifi.it/RM/rivista/forum/Ansani.htm> (accessed on 17<sup>th</sup> January 2018).

## **The first and subsequent references**

The first reference is the same as the full bibliography entry and afterwards follows the referred page number.

The second and every subsequent reference contains only the initial of the name and the full surname of the author or editor, the title (which can be in shortened form), and the referred page number.

In cases of archival references, the second and every subsequent reference should contain the name of the series (can be abbreviated), the box and bundle number, and the page or folio number. When referencing the materials from the State Archives in Dubrovnik, only the shortened traditional name of the series should be mentioned.

### **Examples:**

C. Fisković, *Naši graditelji i kipari XV. i XVI. stoljeća u Dubrovniku*, 215. or: C. Fisković, *Naši graditelji i kipari*, 215.

Lj. Karaman, "O staroj slikarskoj školi u Dubrovniku", 115.

*Ref.*, vol. 30, f. 29r.

*Cons. Min.*, vol. 19, f. 256v.

### General remarks

- do not use *ibidem*, *ibid.*, *op. cit.*, only the full and shortened references
- two or more authors of the same publication are listed divided by a comma (e.g. Stjepan Ćosić, Nenad Vekarić)
- names of the institutions are given in the abbreviated form (e.g. HAZU, JAZU)
- if several references are cited in the same note, they are divided by semicolon and listed in chronological order

For additional examples please consult the issues of *Dubrovnik Annals* starting with no. 28 (2024).